

State Institute “Agriculture Entrepreneurship Development” Project Management Unit

One Health for Pandemic Prevention Food Systems Resilience and Ecosystem Health in Central Asia Project

Terms of reference for Administrative Specialist

I. BACKGROUND

The One Health approach is an integrated and unifying framework that aims to achieve optimal health for people, animals, and ecosystems. It recognizes the interdependence between human, animal, plant, and environmental health, and it mobilizes various sectors and communities to address global challenges, such as pandemic prevention, antimicrobial resistance (AMR), food safety, and environmental sustainability. This approach is essential for fostering well-being and tackling complex health issues in interconnected systems.

The One Health for Pandemic Prevention Food Systems Resilience and Ecosystem Health in Central Asia Program for Tajikistan is a US\$31.79 million grant, with US\$30 million sourced from the International Development Association (IDA) and an additional US\$1.79 million from the Pandemic Fund. This initiative, part of the World Bank's Multiphase Programmatic Approach (MPA), aims to support the five Central Asian countries (Kazakhstan, Kyrgyz Republic, Tajikistan, Turkmenistan, and Uzbekistan) in addressing prevalent challenges related to zoonotic diseases, AMR, and food safety.

The One Health Program in Tajikistan, implemented as part of Phase 1 under the World Bank's Multiphase Programmatic Approach (MPA), is designed to strengthen the country's capacities for preventing, detecting, and responding to zoonotic diseases, AMR, and food safety risks. It supports investments across national and regional One Health coordination, communication, information sharing, regulatory frameworks, knowledge development, workforce capacity, risk-based surveillance, prevention and response systems, laboratory capacity, and data systems.

The project includes four key components:

1. **Strengthening One Health Governance** – Establishing a cross-sectoral governance structure to enhance coordination and policy alignment.
2. **Enhancing One Health Knowledge and Workforce Capacity** – Developing and implementing workforce training programs and research initiatives.
3. **Improving One Health Prevention, Detection, and Response Systems** – Strengthening national and regional laboratory networks, enhancing risk-based surveillance, and supporting digital information systems.
4. **Project Management, Monitoring & Evaluation, and Learning** – Establishing systems to manage and track project progress, ensure compliance, and disseminate knowledge.

The One Health Program in Tajikistan is implemented by the State Institute “Agriculture Entrepreneurship Development” Project Management Unit (SI AED PMU). The implementing agency works closely with national and regional stakeholders to ensure effective and sustainable implementation of the One Health approach.

The Project primarily focuses on technical assistance, capacity building, procurement of laboratory equipment, construction of research centers and laboratories, and One Health risks related to the laboratory civil works.

II. PROJECT DEVELOPMENT OBJECTIVE

To strengthen the capacity to prevent, detect, and respond to priority zoonotic diseases, antimicrobial resistance, and food safety issues in Asia Tajikistan through a regional One Health approach.

III. SCOPE OF WORK

Administration Specialist for One Health project will be responsible for administrative aspects of project. He/she will report to the Project Coordinator and AED PMU Director and provides administrative support to the entire One Health Project Staff. Administration Specialist will be responsible for the following tasks:

- Maintain oversight of project property and ensure its proper use, maintenance, and availability of necessary supplies
- Ensure proper preparation, distribution, follow-up, and filing of meeting minutes and written instructions issued by the AED PMU Director.
- Provide administrative support to ensure the smooth functioning of the One Health Project office, including premises, communication systems, transportation, supplies, and other administrative arrangements
- Maintain records of project equipment, furniture, vehicles and other assets and support periodic verification and reconciliation.
- Coordinate the administrative and logistical arrangements for field visit of the OHP staff.
- Ensure proper organization of the programs mission's visit to the One health Project/AED PMU office.
- Maintain OHP staff attendance records and timesheets.
- Provide administrative and logistical support for recruitment, appointment, transfer, and separation of PMU staff, as required, in accordance with applicable legislation, World Bank requirements, and PMU procedures.
- Upload and maintain copies of procurement-related documents and records in the World Bank STEP system.
- Ensure the safety of AED PMU property.
- Perform any other tasks assigned by the Project Coordinator, PMU Director and/or Deputy Director related to effective project implementation.

IV. REPORTING

The Administrative Specialist will report to and work under the supervision of the Project Coordinator, Deputy Director and AED PMU Director in Tajik or Russian languages.

V. LANGUAGES

The Administrative Specialist shall work in the Tajik and Russian. Documents shall be prepared in the Tajik and Russian if needs in the English Language.

VI. QUALIFICATIONS AND REQUIREMENTS

- University degree in business administration, law, finance, taxation, international relations or other relevant fields.
- At least year of work experience in an office or administrative work.
- Strong organizational and interpersonal skills.

- Good computer skills and proficiency in Microsoft Office applications, including Word and Excel.
- Excellent oral and written communication skills in Tajik and Russian. Knowledge of English will be considered an advantage.

VII. DURATION OF THE ASSIGNMENT

The assignment will start in _____ and will be initially until December 31, 2026 including a probation period of 3 months and with possible extension till the end of the project (30 June 2030). Decision on extension of the contract will be made by the SI AED PMU in agreement with the World Bank.

VIII. CLIENT'S INPUT

The SI AED PMU will provide the Administrative Specialist with the necessary facilities, equipment and furniture, arrange transport for field trips and corporate phone number.